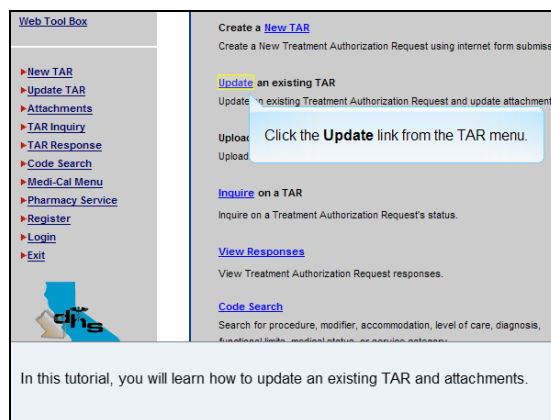Update an Existing TAR

Note: Information used to complete examples is fictitious.

In this tutorial, you will learn how to update an existing TAR and attachments.

Click the **Update** link from the TAR menu.

Note: Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.

If you are trying to update a TAR for a different provider number, you must log off and log on to Transaction Services again using a different provider number.

The **Original Submitting Provider #** field is pre-populated with the provider number used to log on to Transaction Services.

Type the original recipient ID number in the **Original Recipient ID #** field.

Type the original TAR number in the **Original TAR #** field.

Click the **Update Reason** arrow and select the appropriate update reason.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID # 123456789

* Original TAR # 0400008276

* Update Reason [▼]

[Update TAR] [Attachment   ]

Add Service
Aid Paid Pending
Cancel Individual Service(s)
Cancel TAR
Change in Service
Correct Recipient ID
Reauthorization
Submit Freeform Attachments
Update Deferred Service

Changes made to the eTAR should reflect the selected update reason only.
Attempting to make multiple changes using a single update reason will create errors
on the eTAR.

Changes made to the eTAR should reflect the selected update reason only. Attempting to make multiple changes using a single update reason will create errors on the eTAR.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID # 123456789

* Original TAR # 0400008276

* Update Reason [▼]

[Updat   Click to view the update reason descriptions.

Change in Service
Correct Recipient ID
Reauthorization
Submit Freeform Attachments
Update Deferred Service

Continue with tutorial

Click to view the update reason descriptions.

Click **Update TAR** to continue the eTAR update.

Click **Cancel TAR Update** to cancel the update request and return to the TAR menu.

Click **Attachments** to update the eTAR by uploading electronic attachments.

To update your eTAR by submitting faxed attachments, simply fax the attachment(s) with the TAR 3 Attachment Form to the correct number and skip this online update process.

Click **Update TAR**.

Verify and correct all information on the TAR Summary page before submitting your eTAR.

Click **Update Provider Information** to modify the Provider Information section.

Click **Update Patient Information** to modify the Patient Information section.

Click **Update This Service**, **Cancel This Service** or **Update Attachment A** to modify previously submitted service information.

Based on the TAR service you submitted, the Update Attachment A button may not be present.

Click **Submit TAR** to submit your eTAR for adjudication.
Verify all information is correct before you submit your
eTAR.

If you selected the update reason **Add Service**, click
Services to continue adding a service.

Click **Cancel TAR** to cancel the entire eTAR.

If your eTAR requires submission of attachments, select the
attachments submission option that reflects how and when
attachments will be submitted.

If attachments are not received within the specified time, the
eTAR will be deferred/denied.

Click **Continue** to finalize your eTAR submission.

This message will appear on the eTAR confirmation page when your eTAR has been successfully submitted.

Congratulations!
Your eTAR has been submitted to the appropriate Medi-Cal field office for adjudication.

The confirmation page lists the TAR Control Number (TCN), which verifies your eTAR was submitted for processing.

The TCN is crucial for checking the status of your eTAR and for billing, once the eTAR is approved.

Print this page for your records.

The status of the eTAR service line(s) submitted will be either "In Review" or "Rejected".

If the status is "In Review", the service line was submitted successfully to the field office for review. No further action is required.
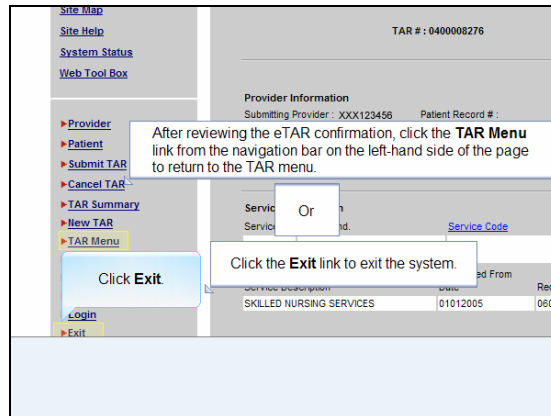

If the status is "Rejected", the reject reason(s) will be listed in the eTAR confirmation window.

To correct the reject reason, click the **Update** link from the TAR menu and select **Update Rejected Service**.
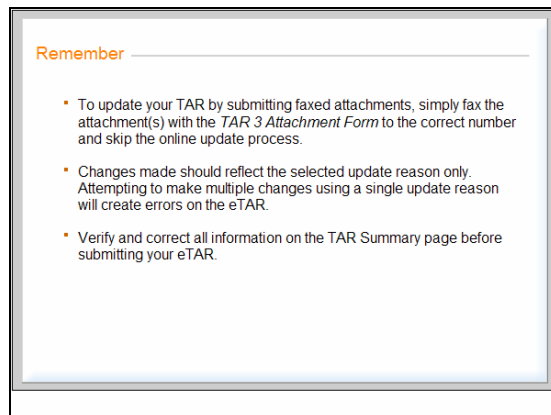
After reviewing the eTAR confirmation, click the TAR Menu link from the navigation bar on the left-hand side of the page to return to the TAR menu.
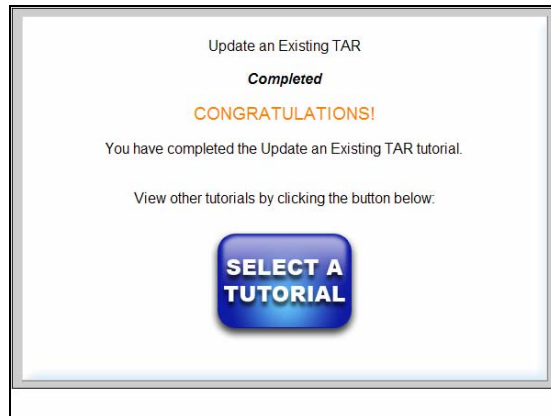Or
Click the Exit link to exit the system.
Click Exit.

Remember

- To update your TAR by submitting faxed attachments, simply fax the attachment(s) with the TAR 3 Attachment Form to the correct number and skip the online update process.

- Changes made should reflect the selected update reason only. Attempting to make multiple changes using a single update reason will create errors on the eTAR.

- Verify and correct all information on the TAR Summary page before submitting your eTAR.

Update an Existing TAR

Completed

CONGRATULATIONS!

You have completed the Update an Existing TAR tutorial.

View other tutorials by clicking the button below:

SELECT A TUTORIAL

Update an Existing TAR - *Completed*

CONGRATULATIONS!

You have completed the Update an Existing TAR tutorial.